

WISCONSIN DEPARTMENT OF HEALTH SERVICESDivision of Medicaid Services
F-00963 (02/2022)CLTS Reconciliation Packet - Appendix F
Pleasantville CY 2021 CLTS Reconciliation**Children's Long-Term Support (CLTS) Reconciliation Document**[Please consult the instructions \(F-00963i\) for more detailed information](#)*Shaded fields are calculated and/or retrieved automatically from other parts of the CLTS Reconciliation document***SECTION I - GENERAL INFORMATION**

A	County Waiver Agency (CWA):	Pleasantville
B	Reconciled Contract Year:	2021

SECTION II - CHILDREN'S LONG-TERM SUPPORT (CLTS) PROGRAM SERVICE EXPENDITURES*Report all CLTS service expenses, for the reconciled contract year, paid on or before the published CLTS reconciliation cutoff date.*

C	Calendar Year (CY) 2021 CLTS service expenses paid via the TPA as of cutoff date	\$	663,347.60
D	Less: CLTS cost shares (retrieved automatically from workbook B)	\$	(350.00)
E	Less: FICA refunds (retrieved automatically from workbook B)	\$	(1,300.00)
F	Net CY 2021 CLTS service expenditures (prior to cutoff date)	\$	661,697.60

SECTION III - CLTS OPERATIONAL AND ADMINISTRATIVE COSTS*Report all reconciled year operational and administrative expenses allocated to the CLTS Program (including payroll and overhead associated with county-provided support and service coordination)**Expenses allocated to CLTS must follow DHS Allowable Cost Policy Manual* guidelines and cannot replicate costs reported to other programs.*

Ref ID	CLTS Operational / Administrative Cost Description	Amount	Cost Allocation Methodology	Additional Comments
G-1	Caseworkers	\$ 124,952.22	Direct	Time reporting: case workers, CLTS program only
G-2	CLTS management/support staff	\$ 75,440.67	Direct	Time reporting: CLTS program only - excludes case workers
G-3	Overhead/indirect	\$ 54,769.75	FTE allocation	Overhead allocation - no payroll time, CLTS time reporting used as basis for FTE allocation
G-4				
G-5				
G-6				
G-7				
G-8				
G-9				
G-10				
G	Total:	\$ 255,162.64		

* [DHS Allowable Cost Policy Manual](#)

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SECTION IV - SUPPORT AND SERVICE COORDINATION (SSC) REVENUE*Report your current and pending, reconciled year, support and service coordination (SSC) service payments.**These costs must be split between the SSC service payments going to the submitting county waiver agency (line) and payments to all other county-authorized SSC services (line).*

Support and Service Coordination Service Provider Type		SSC claims paid as of CLTS cutoff date	Pending (unpaid) SSC claims as of CLTS cutoff date	Total
H	County Waiver Agency SSC provider	\$ 158,478.96	\$ 32,173.00	\$ 190,651.96
I	Other SSC service providers			\$ -
J	Total:	\$ 158,478.96	\$ 32,173.00	\$ 190,651.96

SECTION V - CLTS OPERATIONAL COST OFFSETS*Report any revenue or grant funding used to support expenditures reported in section III and excluding any revenue drawn down from the CLTS Administrative allocation (CARS 877/878).**CWA-provided Support and Service Coordination Revenue is automatically retrieved from section IV.*

Ref ID	CLTS Operational Cost Offset Description	Amount	Additional Comments
K-1	County Waiver Agency SSC Revenue ()	\$ 190,651.96	
K-2	CLTS admin opt-out (optional)		
K-3	CCOP SSC reimbursements (payroll time reported as CLTS program by mistake)	\$ 3,000.00	
K-4			
K-5			
K-6			
K	Total:	\$ 193,651.96	

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SECTION VI: CLTS OPERATIONAL AND ADMINISTRATIVE SUMMARY

Net operational and administrative costs		Amount
L	CLTS operational and administrative costs (J)	\$ 255,162.64
M	Less: CLTS Operational and Administrative Offsets (K)	\$ (193,651.96)
N	Net unreimbursed (over-reimbursed) CLTS operational costs	\$ 61,510.68

Cost Category		Percent of service expenditures	Amount
O	Net unreimbursed (over-reimbursed) CLTS operational costs (line N)	9.30%	\$ 61,510.68
P	Standard CLTS administrative maximum (7% of line F; does not account for allocation limitations)	7.00%	\$ 46,318.83
Q	Standard administrative request (lesser of O or P)	7.00%	\$ 46,318.83
R	Unreimbursed CLTS operational and administrative costs exceeding standard administrative maximum (O - Q)	2.30%	\$ 15,191.85
S	Administrative Variance Request (optional) <i>Variance requests are subject to funding limitations and DHS review/approval</i> <i>Variance requests cannot exceed line R</i>	2.30%	\$ 15,191.85
T	Net CLTS administrative (CARS 877/878) request	9.30%	\$ 61,510.68
U	Incurred and unreimbursed CLTS administrative expenses not included in CLTS administrative request	0.00%	\$ -
V	Over-reimbursed operational and administrative costs	0.00%	\$ -

If requesting a CLTS administrative variance (line S), describe the reason for the CLTS administrative variance request in the text box below

Case manager medical leave necessitated additional staff training not adequately accounted for in 2021 SSC rate estimates.

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SECTION VII: CLTS COST SHARES AND FICA REFUNDS

Ref ID:	Child Last Name	Child First Name	Child MCI	CLTS Service Begin Date	CLTS Service End Date	Cost Share or FICA Refund?	Cost Share / FICA Amount	Additional Comments
A1	Smith	Jack	0123456789	05/02/21	12/31/21	FICA Refund	\$800.00	
A2	Whitney	Jane	9876543210	01/01/21	08/05/21	FICA Refund	\$500.00	
B1	Anderson	Samantha	1112223334	01/01/21	12/31/21	Cost Share	\$350.00	

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CLTS Reconciliation Fiscal Staff Contact Information and Certification

Please fill out the contact information requested below for the **primary and secondary county waiver agency fiscal contacts** for the Children's Long Term Support (CLTS) reconciliation process.

The **primary** fiscal contact person should be the individual who is best able to address any questions or concerns related to these forms. All Department communications will begin with this person.

The **secondary** fiscal contact person should be the individual who is best able to address any questions or concerns related to these forms if the primary contact is unavailable. The secondary contact will be copied on the final reconciliation communication.

Section VIII is used to generate the CLTS fiscal contact list for the current calendar year, which is used for sharing county-specific information and updates. **If the fiscal contact person is someone other than the two contacts listed, please inform the CLTS Fiscal Team when you submit this form.**

The Statement of Approval and Accuracy must be read and completed by a representative who is able to attest to the accuracy and appropriateness of the information included in their CWA's CLTS Reconciliation Packet. DHS will not accept a CLTS Reconciliation Packet as completed unless the Statement of Approval and Accuracy includes a valid date and the approval of an appropriate county waiver agency (CWA) representative.

SECTION VIII: CONTACT INFORMATION

Primary Fiscal Contact	
County Waiver Agency:	Pleasantville
Last Name:	Jim
First Name:	Fiscalperson
Phone Number:	(555) 123-4567
Email Address:	Fiscalperson@pleasantville.gov
Fax Number:	(555) 765-4321
Street Address:	1234 Main St
City:	Nicetown
Zip Code:	12345

Secondary Fiscal Contact	
Last Name:	Wanda
First Name:	Accountster
Phone Number:	5552345678
Email Address:	Accountster@pleasantville.gov
Fax Number:	(555) 765-4321
Street Address:	1234 Main St
City:	Nicetown
Zip Code:	12345

SECTION IX: CERTIFICATION**Statement of Approval and Accuracy**

The below County Waiver Agency (CWA) representative certifies that the costs reported in this form are accurate and correct and were incurred solely in connection with Children's Long Term Support (CLTS) activities. All allocations used to derive these costs follow federally mandated cost accounting principles and adhere to all applicable State and Federal regulations specified in the State and County Contract for Social Services, Community Programs, and Income Maintenance. Additionally, the below CWA representative certifies that none of the costs claimed for reimbursement on this form have also been claimed, or allocated, through any other source of reimbursement.

NAME - CWA Representative	CWA Approval Date
Jenny Programlead	03/28/22
Title / Position	
Program Manager	

DISTRIBUTION:

Please securely email the completed form to:

DHSCLTSFiscal@dhs.wisconsin.gov